



CULPEPER COUNTY, VIRGINIA

AMENDMENT: _____

Building Department • 302 N. Main St., Culpeper VA 22701 • 540-727-3405 www.culpepercounty.gov

When submitting your Amendment Application you will need to submit 3 sets of the amendment section and also the approved plans used on the job site. A fee of \$75.00 will be due at submission of the Amendment Application and is non-refundable.

JOB LOCATION (site address) _____ PERMIT Number _____ - _____
NAME OF BUSINESS/PROJECT _____ TAX MAP # _____
STREET ADDRESS _____
CITY/TOWN _____ ZIP CODE _____

OWNER INFORMATION ☐ OWNER ☐ TENANT

NAME _____ PHONE NUMBER _____ CELL PHONE NO. _____
ADDRESS _____
City/Town _____ State _____ Zip Code _____

CONTRACTOR INFORMATION ☐ OWNER OF PROPERTY If owner is contractor Date of birth ____/____/____

BUSINESS NAME _____ PHONE NUMBER _____
ADDRESS _____
City/Town _____ State _____ Zip Code _____

VA STATE CONTRACTOR'S LICENSE # _____ CLASS _____ EXPIRATION _____
Online verification _____ P/T initial _____ Class 'C' must submit copy of Contract w/ all signatures & Amount

DESCRIPTION OF AMENDMENT ☐ RESIDENTIAL ☐ COMMERCIAL

TYPE OF PERMIT AMENDING ☐ BUILDING ☐ ELECTRICAL ☐ MECHANICAL ☐ PLUMBING ☐ OTHER _____

If Applicable: Sq. Footage of Amendment Change: _____ ☐ No. of Devices/Heads, etc. additional _____

DESCRIBE IN DETAIL THE CHANGE PROPOSED FOR THE AMENDMANE WRITE LEGIBLY) _____

CONTACT PERSON ... Person to answer Plan Review Questions & Permit Pick Up

NAME _____ DAY PHONE # _____
E-MAIL _____ CELL PHONE # _____

It is the responsibility of the person issued this permit to insure adherence to all zoning and building regulations. It is the responsibility of the person to schedule all necessary inspections and understand a final inspection will be necessary to close this permit. Refunds will be paid only if work has not been performed and must be submitted in writing within six (6) months of expiration, revocation, or discontinuance.

Owner or Authorized Agent _____ Print Name: _____

Date: _____ Application reviewed and accepted by _____ Permit Tech

This Building application is designed to cover various construction projects. Please ✓ below what applies to your project.

FEE SCHEDULE TO BE COMPLETED BY ADMINISTRATIVE STAFF

Permit Fee Schedule		Fee Schedule	Actual Sq. Ft. Provided by Plan Review	Actual Permit Fee	Comments
ADDITIONAL AMENDMENT FEES					
AMENDMENT FEE		75.00	Paid @ submission		Non Refundable
Additional Sq Ft Commercial		.20 sq.ft.			
Residential		.15 sq.ft.			
Charges determined by Plan Reviewer based on Public Fee Schedules					
Plan Review Fee Minimum					
Residential		75.00			
Commercial		125.00			
TOTAL PERMIT FEE				\$	